

**ARIZONA DEPARTMENT OF EDUCATION**

**Tom Horne**  
Superintendent of  
Public Instruction



School Finance  
1535 West Jefferson  
Phoenix, Arizona 85007  
(602) 542-5695  
(602) 542-3099 Fax

**STATE OF ARIZONA**

---

**SCHOOL FINANCE MEMORANDUM 09-034**

**TO: Superintendents, Business Managers, Administrators, and SAIS Technology Coordinators**

**FROM: Vicki Salazar, Associate Superintendent of Business and Finance**

**DATE: December 16, 2008**

**SUBJECT: Statewide Data Processing Schedule Change**

SAIS will be taken offline on December 24, 2008 at 4:00 p.m. to process data for the payment to be issued on January 15, 2009. The system is expected to be back online January 5, 2009.

Effective January 16, 2009, the monthly statewide SAIS data processing will begin at 4:00 p.m. on the third Friday of each month rather than at 4:00 p.m. on the last ADE business day of each month. The exception to this schedule will be the month of June where the monthly SAIS data processing will occur on June 30, 2009.

Therefore the scheduled dates for system downtime due to statewide SAIS data processing are:

Student Details Unavailable at 4:00pm	Student Details Access Restored at 8:00am
12/24/2008	1/5/2009
1/16/2009	1/21/2009
2/20/2009	2/25/2009
3/20/2009	3/25/2009
4/17/2009	4/22/2009
5/15/2009	5/20/2009
6/30/2009	7/13/2009

This scheduling change was made following discussions with various public schools and subcommittees concerning the need to limit the amount of time the SAIS Student Details system is unavailable. There will no longer be both a mid-month and month-end processing cycle; rather, SAIS will be offline for data processing only once each month beginning at 4:00 p.m. on the third Friday. The third Friday of each month was selected as the closing date to ensure that the beginning of the offline cycle occurred on a weekend. In most cases this will increase the amount of time schools have to review their student counts to prepare for their next month's payment.

The Student Detail Activity Calendar has been updated to reflect this new schedule. The schedule of system availability is always subject to change and so the online calendar should be reviewed regularly. This calendar is available at <http://www.azed.gov/sdac>.

Any questions relating to this memo may be directed to Teddy Dumlao via email at [Teddy.Dumlao@azed.gov](mailto:Teddy.Dumlao@azed.gov).